

## TIPS FOR PLANNING A FAMILY LITERACY PROGRAM OPEN HOUSE

1. Think about the three P's (publicity, planning, and preparation)
2. Think about the needs of parents - allow time for parents to ask questions.
3. Before deciding what to do for your open house, look at the school or program through the eyes of the parent.
4. Consider the families' special circumstances (ESL, special needs, homelessness, etc.)
5. Think about the event as if you are welcoming guests into your own home. Clean, decorate classes, the program site/school, etc. that make families comfortable and excited about getting involved.
6. Clarify goals you hope to accomplish through the open house.
7. Send out mailings early. Parents need to know about the open house in advance.
8. Instead of having parents sit at desks for informational sessions, send them on scavenger hunts and tours.
9. Create a flyer that lists special assistance the school/program offers, such as child care, transportation, etc.
10. Prepare information packets. They should contain curriculum information, services, staff information, policies and procedures, calendar of upcoming events, and future parent/teacher meetings. The packets are also helpful for parents who cannot stay for the duration of the open house.
11. Disseminate surveys to get parent ideas for family activities throughout the program year.

12. Facilitate fun activities with parents: arts and crafts, etc.